

**AMERICAN EMBASSY
TOKYO**



**PARENTS
HANDBOOK**

JUNE 17TH - AUG 16TH, 2024



www.mitsugardensinternationalpreschool.com

www.ewatokyo.org



Summer Camp Fact Sheet

Camp Dates

June 17th - August 16th, 2024

Camp is open all American and Japanese holidays

Must be of age by June 1st, 2024

Lions 15months - 3years

Panthers 3yrs to 6 yrs

Dragons 6yrs to 12yrs

Session Times

8:10am – 12:00pm
Lions Class ONLY

8:10am – 4:00pm
Lions, Panthers and
Dragons

Swim Lessons

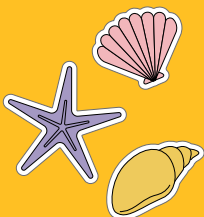
4yrs – 6yrs

Classes will be held on each day of the week except Wednesday
We will notify you by email when your child's lesson will be held.

Field Trips

Every Wednesday for 6-12yrs only

No Refund Policy





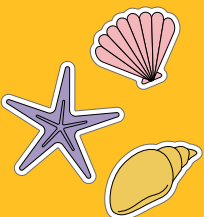
Camp Weekly Themes



Weekly Themes

		Lions	Panthers	Dragons
week 1	June 17th - 21st	Water Works	Water Works	Water Works
week 2	June 24th - 28th	Outdoor Survival	Outdoor Survival	Fitness Fanatics
week 3	July 1st - 5th	Space / 4th July	Space / 4th July	Physical Challengers
week 4	July 8th - 12th	Art Attack	Art Attack	Wilderness Warriors
week 5	July 15th - 19th	Pirates Paradise	Pirates Paradise	Pirates Paradise
week 6	July 22nd - 26th	Music Makers	Superhero Academy	The Weird and the Wonderful
week 7	July 29th - Aug 2nd	Nurturing Nature	Nurturing Nature	Guardians of the Galaxy
week 8	Aug 5th - 9th	Jungle Gymnastics	Jungle Gymnastics	Mad Scientists
week 9	Aug 12th - 16th	Amazing Books	Wizard World	Sports Survival

Please note the weekly themes for Dragons class may change should the field trip locations change. Changes maybe made due to unavoidable circumstances such as weather, health conditions, or location restrictions.



Health Protocols

We will adhere to these guidelines, and we expect you to as well.

The following are some important points to remember:

Your Child Should Stay Home

If they exhibit any of the following symptoms:



- Fever over 99.5 degrees
- Coughing
- Shortness of breath
- Diarrhea
- Stomach Upset of any kind
- Runny Nose/Congestion
- Fatigue
- Malaise



Sign In

Parent Drop-Off and Pick-Up

Parents will drop off/pick up children outside of the classroom. Head Teachers will do morning screening checks

What is screening?

- Temperature check
- Overall assessment of child's condition
- A series of questions by Head Teacher
- Verification no medication has been administered to mask any symptoms



What if we don't pass screening?

You will be asked by the teachers to return home, and come back when the child has been symptom free for 24 hours and the head teacher agrees the child's condition has improved sufficiently at the next screening



Strict Exclusion Policy

Please be sure to read the policy thoroughly attached in the back of this handbook



How You Can Help at Home

- Practice the following 3 things with your child to help them be safe at school:
- 20 second handwashing that scrubs the front and back of the hands including thumbs, in between fingers and under fingernails
 - Sneezing and coughing into the crook of the elbow or tissue and immediate handwashina afterward

Illness & Medications

Please keep your child at home when he/she is ill and or displays the following:

- * Looks or acts too ill to participate
- * Has a temperature (fever)
- * Has oozing lesions untreated or unable to be covered
- * Has difficulty breathing
- * Bloody or black stool
- * No urine output in 8 hours
- * Vomiting more than twice in 24 hours
- * Uncontrolled diarrhea
- * An undiagnosed rash



If your child becomes ill whilst at camp, we will contact you immediately and ask you to collect him/her.

We will ask what your children's regular base temperature is when you start at our camp, and if your child's temperature raises, we will contact you and ask you to collect your child as soon as possible. Teachers monitor children closely, so we are aware quickly when your child is not well. A temperature of 99.5F or above will be sent home immediately.

Minimum 24 hours Exclusion Policy

Your child must stay home for at least 24 hours from when they are sent home from school with a fever or other condition.

Contagious or other diseases

We consider contagious diseases to include:

Influenza	Measles
Rubella (German Measles)	Mumps
Chicken Pox	Conjunctivitis (Pink Eye)
Strep-to-coccus Throat	Pneumonia
SARS	Ringworm
Meningitis	Hepatitis A
5 th Disease	Noro Virus
Adenovirus	COVID-19



Your child must remain away from camp should he/her contract any of these diseases or anyone living in the same house as your child contracts any of these. You will need to provide us with a doctor's certificate detailing when your child has been cured before he/she will be permitted to re-enter our programs.

Additional Exclusions are listed in the Health Policy attached to the end of this handbook..

Medication

Whenever possible, medication should be administered at home. However, when it is necessary to be given at camp, our policy is:

1. Please administer the first dose at home to check for an allergic reaction
2. Pass the medication to the classroom teacher and include with it a completed Medical Permission Form (available from the Preschool Office or your class teacher).

Health Policy Exclusion Chart

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Child/Staff has any noticeable symptoms <ul style="list-style-type: none"> • Fever >99.5 • Cough • Shortness of Breath • Malaise/Fatigue 	Immediately	When child has been symptom free, without fever reducing medication for 24 hours
Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
Covid-19 <ul style="list-style-type: none"> • Fever over 99.5 degrees • Cough • Shortness of breath • Diarrhea and/or vomiting • Stomach upset (of any kind) • Runny nose • Sore throat • New onset of headache • New loss of taste or smell 	Immediately	When child has been symptom free, without fever reducing medication for 24 hours
Cold Symptoms <ul style="list-style-type: none"> • Runny Nose • Stuff Nose • Sneezing • Watery eyes • Cough • Malaise • Fatigue 	Immediately (For one symptom alone, the child will not be excluded, but with a combination of 2 or more symptoms and if in our opinion the child is not well enough to continue the activities, the child will be excluded).	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious.
Diarrhea	After 2 occurrences within a 24-hour period	When diarrhea subsides for 24 hours
Diaper Rash	If sores are oozing and leak body fluid outside the diaper	When exclusion criteria are resolved
Hand, Foot & Mouth Syndrome	When lesions are noticed or present	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Head Lice	When nits/eggs are noticed or present	When exclusion criteria are resolved
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
Itching	Immediately if itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria are resolved with a doctor's note stating the child is not contagious
Lethargy	If lethargy prevents participation	When exclusion criteria are resolved for 24 hours
Mouth Sores	When sores cause drooling	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> • When discharge is noticed • Pinkish/red swollen or irritated eyes 	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious, unless at least 5 days has passed and no visible sign of infection
Rash	When unidentified rash is noticed with no reasonable explanation from parents.	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious.
Strep Throat	If a child complains of a consistent sore throat and shows other symptoms of Strep Throat, as noticed by the teacher. Additionally, if child has a positive strep culture	After at least 24 hours of antibiotic medicine
Vomiting	Immediately	When exclusion criteria are resolved for 24 hours or with a doctor's note stating the child is not contagious.

Essentials

What to Wear

Comfortable Clothes - T-shirts, shorts etc., Sport Shoes (NO open-toed shoes or sandals)



What to Bring

lunch



a water bottle



one set of spare clothes
in a Ziplock/bag



with utensils



and a disposable wet towel if needed

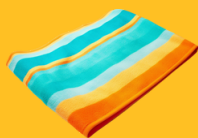


We are a
Nut-Free Environment



Swimwear

Swimming Suit, Towel, and Sandals/Flip Flop



Pool use is subject to availability



Essentials

Lunch Service

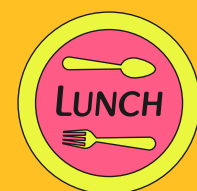
Kiwi Kitchen Lunch service is available for those who wish to order.

Please go to

kiwikitchen.com

Create your own account, select Mitsui Gardens International Preschool, and your class name and make your order. Make your payment directly to Kiwi Kitchen. Lunch will be delivered directly to us. Place your order at least the week before by Thursday.

Please contact Kiwi Kitchen directly for any questions about the lunch service.

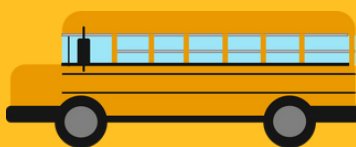


Popsicle or Ice Cream – Wednesday/Friday

We will provide popsicles or ice-cream on Wednesdays and Fridays-

Please let us know if you prefer your child not to have any and please send in an alternative.

(We are sorry, for Panthers and Dragons ONLY)



Field Trips – Dragons Class Only

Field Trips will be held every Wednesday for Dragons Class.

Locations are listed in the back of this handbook.

Where possible, field trips will be at outdoor locations only. Locations such as Disneyland are too crowded and will not be included.



Field trips may be suspended depending upon the weather and other unavoidable conditions at the time



Class Structure

The classes are divided into 3 main age groups.
Students will be assigned a class within the age group. Depending upon the weekly enrollments some students will be assigned to the closest aged group as possible to allow maximum enrollment. Ratios will be maintained at all times.



Lions

Tulip Classroom

15mths - 3yrs

10 seats

3 teachers



Panthers

Sunflower Classroom

3.1yrs - 6yrs

15 seats

3 teachers



Dragons

Daly Hall

6.1yrs - 12years

23-35 seats

4 teachers

Although discouraged, you may pick up and drop off your child according to your own schedule, as necessary. Please let the class teachers know in advance.

Thank you.

Drop Off and Pick Up Locations

Regardless of the weather, please drop off and pick up your children from the assigned classrooms, except for those who have enrolled in the Half Day Session.

For those enrolled in the Half Day Session (8:10am-12pm)

Pick up Location will be at either the

**Wading Pool or
Gym / Classroom**

the teachers will let you know each morning.



Sample Daily Schedule

Time	Lions	Panthers/ Cubs	Dragons
8:10-9:00am	Arrival - Drop off Games and Free Choice		
9:15 – 9:30	Morning Circle Time		
9:30 – 10:00	Teacher Directed Activities	Activity Time	Teacher Directed Activity
10:00-10:30	Choice Time	Pool Time	Monday – Thursdays – Games, Skits, Challenges
10:30-11:00	Toileting, Changing to Swimwear, Story Time		
11:00-11:30	Swimming (Wading Pool and Splash Pad)	Teacher Directed Activities	Lunch Time
11:30-12:00		Lunch	
12:00pm	Lunch 	Rest or Nap Time	Leaning Labs
12:45 – 13:30	Nap Time	Special Interest Groups Monday – Thursdays – Teacher Directed Activities Fridays - Club Skits and Presentations	Pool Time 1-3pm
13:30-14:30			
14:30-15:30	Afternoon Free Play		Gym Challenges
15:00-15:30	Snack Time		
15:30 – 16:00	Closing Circle – Group Time Packing up		
16:00pm	Dismissal		

Special Note for under 3yrs

Water Play

Children will be playing in the wading pool when the weather permits. All children look forward to pool time, but we will look carefully for any of the following signs. If we see any, we are sorry but we will not take children to the pool. Please stay at home until symptoms pass for 24 hours. Children may attend school with a running nose, however we hesitate to allow them into the pool. Please understand these conditions.

Please keep your child home if they have...

- a fever (99.5°F up) (37.5°C)
- diarrhea
- vomiting
- running nose with coughing
- pink eye or sty without treatment
- suspected contagious virus

***If it is raining or the temperature is below 75°F or 23°C, we will not swim and we ask that the children to be picked up at the gym or classroom.

As we will go to the pool everyday, if you feel your child should not go into the pool we must ask you to please stay at home, as we do not have the staffing numbers to have one child stay in the class with one teacher, as we will be short a teacher at the pool.



For those enrolled in
the Half Day Session
(8:10am-12pm)
Pick up Location
will be at either the
**Wading Pool or
Gym**

the teachers will let you know each morning.

Sunscreen and Bug Repellent

If you wish, please apply to your child **BEFORE** coming to camp.





Communications

Weekly Reports and Photo Links

Every Friday you will receive a report about the week, the activities, what the children did and learned and what they enjoyed the most.

You will also receive a google photo link with the week's photos.

**Photos CANNOT be shared on SOCIAL MEDIA
Photos may only be shared within your family, and you must ensure
all photos remain private and confidential.
Please do not share the photo link with others.**

Child-Specific Information:

During arrival and dismissal times,

staff members must devote full attention to all of the children.

Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.

If, at any time, you have special concerns, please feel free to contact the preschool director – use email, send a note, call the preschool office or the main office to leave a message. During camp hours, teachers cannot accept phone calls. If you have a message for a teacher during camp hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.

Please **DO NOT** discuss problems or concerns in the presence of your child or other parents.

If you wish to talk to the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. We will always respect your privacy.

If your child is going to be out of camp for any reasons, please let the preschool director know (03-3224-6985).

For illness, please contact us immediately - this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality.

In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.



Field Trip Locations

Dragons Class ONLY

Week 1 - Maxwell Aqua Park

Week 2 - Soleil Hill

Week 3 - Athletic Park

Week 4 - Tama Zoo

Week 5 - Nippon Maru

Week 6 - Saitama Green Centre

Week 7 - JAXA

Week 8 - National Science Museum

Week 9 - Round One

- ✓ On field trip Wednesday's please pack a picnic lunch for your child. Do not ORDER Kiwi Kitchen Lunch.
- ✓ Please make sure the lunch is easy to eat.
- ✓ Please send along a water bottle.
- ✓ You may send money for additional drinks up to 500yen – the money must be the responsibility of your child.
- ✓ Wear the yellow CAMP T-shirt (it will be handed to your child on the first day of camp).
- ✓ Children will be closely supervised at all times and follow the safety instructions of the camp counsellors.
- ✓ If your child fails to follow the teacher's instructions, they may be removed from participating.

Access for NON-Members

For Non-Members -

Access to the compound is provided for drop off and pick up time only.

To enter you must show a photo ID at the gate.

Once you enter the gate, you will have 15 mins to drop off or pick up. Please exit the gate within the time limit.

You must not enter any other facility or any area other than your designated classroom.

Failure to comply will result in the cancellation of your attendance at the camp.

Entrance is permitted on foot or bicycle only.

Please enter at the Gordon Gate

Please go straight to Daly Hall for
Dragons Campers

Drop off is between 8:10am –
9:00am

Pick up is between
3:45-4:00pm

Camp Closes at 4:00pm



Gordon Gate
ENTER

Late fees apply for late pick up!

American Embassy Compound Location and Entry Point

Entry is permitted on foot, or by bicycle only.
Do not come by car!





Final Reminders

- ✓ We are NUT FREE – no nuts, no peanuts, no peanut butter and no nut products please
- ✓ Drop off time is 8:10am at the classrooms
- ✓ Pick up time is 4:00pm.
- ✓ Please label all belongings
- ✓ Please don't be late, classroom doors will close in a timely fashion.

Dragons – Please let us know:-

Can your child swim in the deep end of the pool? Are they a confident swimmer? Or would you prefer they stay in the shallow end?

If you live on the compound, and your child is over 10years old, if you want them to go home by themselves, please give us your written permission in an email preschooldirector@ewatokyo.org

Refund and Change Policy

Refunds are not provided for any reason. Sickness exclusions are not grounds for refunds. Change requests will be accepted where possible. Changes are NOT guaranteed



For information during Summer
03 3224 6787
or 03 3224 6985
preschooldirector@ewatokyo.org



Summer Camp Fact Sheet



Emergencies

In emergencies such as fire or earthquake, children will be dismissed as soon as possible. We will contact you by phone or email to inform you of our location and the procedure to be followed. If telephones and email are not working, we will wait for you to come and collect your children as soon as possible at the safest location inside the compound – either Candy Cane Park or Daly Hall.



Contact Information

Questions about Program,
Schedule, absences, lateness,
concerns or compliments

Questions about payment and
invoices

Sawako Kagawa
(Japanese or English)

preschooldirector@ewatokyo.org

03 3224 6985

Tyler Roth
(English Only)

adminmanager@ewatokyo.org

03 3224 6787